

## CHAPTER SEVENTEEN

### OTHER MAJOR COMMITTEES OF THE UNIVERSITY

The Committees given in this Chapter represent the other major Committees of the University in which members of the Ordinary Faculty play significant roles.

Most meetings of University Committees are open to visitors with an interest in the activities of the Committee. An individual interested in the operation of any Committee is encouraged to contact the Chairperson of the Committee for more complete details.

Wherever an individual is listed by administrative title, that person holds the position *ex officio*. It is presumed that all members of a Committee have voting and proxy assigning privileges, unless it is specifically prohibited.

A committee member who has a conflict of interest in a subject matter under the jurisdiction of a committee shall recuse himself/herself or may be recused by the Committee Chair from voting, and voting shall be by secret ballot.

Faculty and staff members serving on college or university committees, especially those tied directly to Academic Affairs, are expected to represent the views of their constituents in discussion and voting, and submit brief written reports on relevant committee business and initiatives directly to their respective college Dean, chairs and directors at least once each semester.

## **ASSOCIATE DEANS' COUNCIL**

**Chairperson:** Associate Deans rotate as Chairperson

**Secretary:** A member selected by the Council

**Voting Members:**

1. The Associate Deans of the five colleges

**Non-Voting Member:**

1. Director of Admissions
2. Director of Administrative Services, Office of Student Records

**Terms:** All members of the Council serve *ex officio*

**Scope:**

1. This Committee shall serve primarily as a forum for the exchange of information among the Colleges and between the Associate Deans and other units of the University.
2. It shall seek to devise potential solutions to common problems involving such areas as student records, calendars, and timely review of policies and procedures which impact upon the academic life of students enrolled at Loyola University New Orleans.
3. It shall strive wherever possible to establish uniformity among College practices and policies regarding such matters as academic suspension/dismissal, probation, and Deans' lists.
4. It shall seek to provide policy input to appropriate University committees.
5. It shall work with Student Affairs, the Director of Administrative Services in the Office of Student Records, and the Director of Admissions and Enrollment Management in the development and planning for registration, advising, and orientation activities.
6. It shall meet on a regular basis and at the call of the Chairperson.
7. It shall report to the Administrative Council.

## **BIEVER GUEST LECTURES COMMITTEE**

**Chairperson:** A member of the Ordinary Faculty appointed by the Provost and Senior Vice President for Academic Affairs

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Chairperson of the Committee
2. Six members of the Ordinary Faculty appointed by the Provost and Senior Vice President for Academic Affairs with the advice of the Chairperson.

### **Non-Voting Members:**

1. Director of the Danna Center and Student Activities

**Terms:** All voting members serve renewable, three-year staggered terms.

### **Scope:**

1. This Committee is responsible for the annual Biever Memorial Lectures held on the campus. It is also responsible for the funding of modest requests for College or departmental speakers where the request is judged to be sufficiently meritorious.
2. The Chairperson is to act as budget head for the Committee account.
3. Top priority is to be given to speakers who will have the most universal appeal and whose presence will enhance the intellectual and creative atmosphere of the University.
4. On a strictly voluntary basis, the Committee shall encourage collaboration of all other University groups with an interest in attracting outside speakers.
5. As far as possible the Committee shall coordinate Loyola University New Orleans's lectures with those scheduled at other universities to avoid major conflicts.
6. It shall meet at the call of the Chairperson.
7. It shall report to the Provost and Senior Vice President for Academic Affairs.

## **ENROLLMENT MANAGEMENT COMMITTEE**

**Co-Chairs:** Vice President of Enrollment Management  
Assistant Provost for Student Success

**Voting Members:**

1. Co-Chairs
2. One ordinary faculty member from each college (elected by the University Senate after nominations by the respective deans or ordinary faculty).
2. One Dean's representative appointed by the Deans' Council
3. One Associate Dean representative appointed by the Associate Deans' Council
4. One SGA representative
5. Finance representative
6. Institutional Advancement representative
7. Associate Dean representative appointed by the Associate Deans' Council

**Terms:**

1. Faculty members serve staggered three-year terms.
2. The student representative serves a renewable one-year term.
3. Associate Dean serves staggered two-year terms.
4. Other members serve indefinite terms.

**Scope:**

1. The Committee is charged to advise the Office of Enrollment Management and the Office of Student Success on the following topics:
  - a. The appropriate and creative use of faculty members in the recruitment of prospective students to Loyola University New Orleans.
  - b. The appropriate and creative use of faculty members in the retention of continuing students of Loyola University New Orleans.
  - c. The continued understanding of the current climate within the student body including but not limited to student challenges and concerns, faculty observations of student behavior, and trends within the student body.
  - d. Notification of new academic programs or offerings in development.
  - e. Any information deemed relevant by faculty members in the successful recruitment and retention of Loyola University New Orleans students.
2. The committee shall meet at least once per semester. In addition, the chairs may call for additional meetings.
3. It shall report to the Provost through the chairs.

## **FACILITIES PLANNING COMMITTEE**

**Chair:** Provost and Senior Vice President for Academic Affairs

**Secretary:** Appointed by the Provost

### **Voting Members:**

1. Chair of the Committee
2. One representative from the Ordinary Faculty of each college and the university library to be elected by the Ordinary Faculty of his or her college.
3. A representative will be appointed by
  - The Senior Vice President for Enrollment Management and Student Affairs
  - The Vice President of University Advancement
  - The Vice President of Mission and Identity
  - The Chief Student Affairs Officer
  - The Chief Operating Officer and Senior Vice President for Finance
  - The Sustainability Committee
4. The Assistant VP for Administration
5. A representative from the SGA
6. The Director of Administrative Services, Office of Student Records
7. The President's Chief of Staff

### **Terms:**

1. Faculty representatives serve three-year staggered terms.

### **Scope:**

1. Any academic or non-academic proposal that would change the space currently allocated to a college or division, must be presented and approved by the Committee prior to any action, according to existing university operations (for example, SCAP section 5G).
2. The Committee will monitor and provide prioritized recommendations for upkeep and beautification of campus grounds and buildings.
3. The Committee will review and provide recommendations for the acquisition and use of new university property. In addition, the Committee will review proposals to dispose of any university facility or property.
4. The Committee is responsible for the development and continued maintenance of the facilities master plan.
5. The Committee will review memorial or commemorative tribute requests on a case by case basis for recommendation to the President's Cabinet for final determination.

6. The committee will meet at the call of the Chair.
7. Committee meetings will require a quorum that must include at least three Ordinary Faculty representatives.
8. The Committee will report to the Provost and Senior Vice President for Academic Affairs.

## **INTERNATIONALIZATION REVIEW AND ADVISORY COMMITTEE**

**Chairperson:** Director of Center for International Education

**Secretary:** A member of the Committee selected by the Committee

### **Voting Members:**

1. Five members of the Ordinary Faculty: one from each of the participating Colleges (Arts and Sciences, Business, City College, Music and Media, and Nursing and Health),<sup>1</sup> appointed by the Deans of the respective Colleges following consultation with the Director of the Center for International Education
2. Director of Risk Management
3. Representative from Admissions
4. Director of Center for International Education
5. Vice President for Equity and Inclusion or a designate from the Office of Equity and Inclusion or the Committee on Diversity, Equity and Inclusion

### **Non-voting Member:**

1. Representative from University Mission and Identity

**Terms:** Three year staggered terms for college faculty representatives and staff not designated by position.

### **Scope:**

1. This committee will review and assess the university's efforts in internationalization.
2. It serves as an advisory board for all internationalization activities at Loyola.
3. It is responsible for all policies and procedures for study abroad as well as review and approval of new study abroad programs for participating colleges and review of other international academic and service initiatives of the university.
4. It reviews curriculum and/or risk management issues regarding study abroad, exchange programs, and other international academic and service initiatives of the university.
5. It recommends affiliations with other study abroad programs and institutions.
6. It coordinates and evaluates program review with the participating colleges.
7. It shall meet a minimum of once a semester.

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<sup>1</sup> Participating colleges self-selected. College of Law already has established formal processes to approve foreign summer programs and a more mature student body.

New Committee – Approved by BOT on May 20, 2011

Updated Text- Approved by BOT on March 25, 2022

## STANDING COMMITTEE ON ONLINE EDUCATION

**Chairperson:** Appointed by Committee

**Secretary:** Appointed by Chairperson

### **Voting Members:**

1. Representative from College of Arts and Sciences
2. Representative from College of Nursing and Health
3. Representative from College of Business
4. Representative from College of Music and Media
5. Representative from College of Law
6. Representative from University Library
7. Representative from Units with Approved Online Programs (1 member)
8. Curriculum Developer, University Library (ex officio)
9. Director of Online Education (ex officio)
10. Vice Provost for Information Technology (ex officio)
11. Associate Vice President of Business and Finance (ex officio)
12. Representative from Professional & Continuing Studies (ex officio)

**Terms:** Members are appointed by the Provost, in consultation with each respective Dean, to three-year terms, (staggered and renewable), on recommendation of the vice presidents/deans, based on division/college protocols. Appointed members shall have previous experience with online programs or courses. Members from units offering online programs serve for one-year appointments on a rotating basis.

### **Purpose:**

This committee is responsible for overseeing the implementation of online education initiatives that grow out of college and university planning. This committee is not involved in college or university curricular decisions; instead, the committee will recommend and oversee policies, resource allocations, and procedures related to online program/course development, quality standards, pedagogy, delivery, course/program assessments/reviews, and administration of all online offerings at the university.

### **Duties:**

1. It shall approve and oversee policies for the design, production, delivery, and learning assessment of online programs and courses, credit and non-credit, undergraduate and graduate.
2. It shall approve guidelines, templates, and methods based on best practices for online education in the context of Jesuit education, including pedagogy, course design, faculty support, technical support, and delivery.



3. It shall review proposals for new online programs to ensure proposed programs meet the standards established by the university.
4. It shall develop and maintain protocols for review of online courses to ensure courses meet the standards established by the university.
5. It shall review the current status of online courses and programs (i.e., quality and range of offerings) including an evaluation of the impact of online courses/programs on traditional campus curricula, assessment of students currently supplementing their degree requirements with online courses, and future projections of online demand for courses/programs.
6. It shall review current third party vendor relationships and recommend policies for administration of online offerings, including guidelines for partnerships with external service providers, marketing, enrollment management, and accreditation compliance. In conjunction with the university attorney, review and approve agreements with external service providers, including RFPs, proposals, and contracts.
7. It shall review budgetary processes and recommend funding formulas for online program development and expansion (including consideration of faculty course load issues and faculty development needs).
8. It shall review forms and protocols for the evaluation of online courses.
9. It shall review aggregated results of online course evaluations.
10. It shall develop and review accounting metrics/headcounts/retention indicators.
11. Each member of the committee shall be responsible for routinely and regularly reporting back /providing updates on the work of the committee to his or her respective college or unit; and for continuously gathering input from that college or unit to ensure wide faculty and staff representation in the work of the committee.
12. It shall communicate to the campus community, on an ongoing basis, about national trends in online teaching and learning; pedagogical best practices; existing online programs at Loyola; and opportunities for expansion of online education at Loyola.
13. It shall report to the University Courses & Curriculum Committee and submit an annual report to the Office of the Provost.
14. It shall meet twice during the academic year and/or at the call of the Chairperson.

## **STANDING COMMITTEE ON STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES**

**Chairperson:** A member selected by the Committee

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Three members of the Ordinary Faculty
2. Three members of the University administration
3. Three members of the University student body

**Terms:** Voting members, with the representation noted, are appointed annually by the Chief Student Affairs Officer. Members shall serve for one-year, renewable terms.

### **Scope:**

1. This Committee shall be responsible for the interpretation and amendment of the Student Rights, Freedoms and Responsibilities document.
2. It shall review complaints concerning alleged violations of the document.
3. It shall work with other offices of the University to insure the implementation of the spirit and content of the document.
4. It shall serve as the hearing authority for all final challenges to the content of a student's record, as required under the provisions of Public Law 93-380, as amended.
5. It shall meet at the call of the Chairperson.
6. It shall report to the President through the Chief Student Affairs Officer.

## **STUDENT AFFAIRS POLICY ADVISORY COMMITTEE**

**Chairperson:** Chief Student Affairs Officer

**Secretary:** A member selected by the Committee

**Voting Members:**

1. Three members of the Ordinary Faculty elected by the University Senate for two-year staggered terms.
2. Three members of the University administration appointed by the Chief Student Affairs Officer
3. Three members of the University student body appointed by the Student Government Association

**Non-Voting Member:**

1. Chairperson of the Committee

**Terms:** Faculty members are elected for two-year staggered terms. Administrator and student members are appointed annually; appointments may be renewed.

**Scope:**

1. This Committee shall serve as an advisory committee to the Chief Student Affairs Officer in matters relating to the welfare of the students.
2. It shall review and make recommendations on all proposals for changing student life policies.
3. It shall meet at the call of the Chairperson.
4. It shall report to the Chief Student Affairs Officer.

## **UNIVERSITY CAMPUS SUSTAINABILITY COMMITTEE**

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

### **Voting members:**

1. Six members of the full-time Faculty, elected by the University Senate for staggered three-year terms. At least one of these representatives must work primarily on the Broadway Campus.
2. A Student Affairs (food service) Representative
3. A Physical Plant Representative
4. The Chemical Hygiene Officer
5. A student representing Loyola Association of Students for Sustainability
6. A student appointed by SGA as Commissioner for Environmental and Sustainable Affairs
7. A student appointed by the Student Bar Association in collaboration with the Environmental Law Society.

### **Terms:**

1. All faculty members serve three (3) year staggered terms.
2. Staff representatives serve as appointed by their agency head.
3. Students are appointed annually.

### **Purpose:**

This Committee shall be responsible for evaluating, monitoring and making recommendations to the administration regarding issues associated with campus sustainability.

### **Duties:**

1. It shall coordinate answering pertinent external surveys and questionnaires on campus sustainability.
2. It shall monitor and gather data on all campus sustainable operations and evaluate their effectiveness.
3. It shall oversee campus wide sustainability audits on a regular basis (at least once every five years).
4. It shall make recommendations for improvement of sustainable operations, through such vehicles as the Facilities Management Committee.
5. It shall communicate all issues pertaining to sustainability to the administration, faculty, staff, and students.
6. Where applicable, it shall oversee the implementation of sustainable actions on campus.
7. It shall report to the Provost and submit an annual report on its activities.

## **UNIVERSITY COURSES AND CURRICULUM COMMITTEE**

**Chair:** Provost and Senior Vice President for Academic Affairs

**Secretary:** Appointed by Chair

### **Voting Members:**

1. Chair of the Committee
2. Dean of the College of Arts and Sciences
3. Dean of the College of Business
4. Dean of the College of Nursing and Health
5. Dean of the College of Music and Media
6. Chair of the Standing Committee of the Loyola Core

### **Non-voting Members:**

1. Director of Administrative Services, Office of Student Records
2. Secretary to the Committee
3. Observer, J. Edgar and Louise S. Monroe Library appointed by the Provost and Senior Vice President for Academic Affairs

### **Scope:**

1. This Committee is the central organization to oversee program, course and curricular matters of the undergraduate colleges and the Graduate Division of the University.
2. It shall study and approve or disapprove all proposals for addition, elimination, or modification of program and course offerings in the undergraduate colleges and the Graduate Division.
3. It shall, if necessary, recommend modifications or changes to, or elimination of, various portions of the proposals that come before it for approval, and send them back to the college courses and curriculum committee or the Dean or the department head for revision and re- submission to the Committee.
4. It shall meet on a monthly basis during the academic year, or more often at the call of the Chair.
5. It shall report to the Provost and Senior Vice President for Academic Affairs.

## **UNIVERSITY HONORS ADVISORY BOARD**

**Chairperson:** Director of the University Honors Program

**Voting Members:**

1. Chairperson
2. The Associate Director of the University Honors Program
3. Three members of the Ordinary Faculty from the College of Arts and Sciences (representing the Humanities, the Natural Sciences, and the Social Sciences, respectively) and one member of the Ordinary Faculty from each of the Colleges of Business and Music and Media, respectively. The faculty members are appointed by their respective Deans, subject to the approval of the Provost and Senior Vice President for Academic Affairs.
4. The National Scholarships Advisor
5. The Dean of the College of Arts and Sciences
6. The Chair of the Associate Deans Council, or, if the chair is from the College of Arts and Sciences, the Associate Dean of either the College of Business or the College of Music and Media
7. One representative from Mission and Identity
8. Two student representatives elected by the University Honors Association

**Terms:**

1. The faculty members serve two-year renewable terms.
2. The student representatives serve one-year renewable terms.

**Purpose/Duties:**

1. This Board shall make recommendations on policy for the University Honors Program and act in an advisory capacity to the Director of the Program.
2. It shall establish and review University Honors Program criteria, recommend modifications to the UHP curriculum, articulate student learning goals and outcomes for UHP courses, verify assessment tools employed by the UHP, and conduct short and long term planning with regard to UHP.
3. It shall submit recommended modifications to the UHP curriculum to the University Courses and Curriculum Committee for review and consideration.
4. UHAB shall serve in a consultative manner to the Director on issues regarding Honors admissions, probation, removal and reinstatement.
5. It shall meet at the call of the Chairperson but, in any event, no less than once a semester.
6. It shall be responsible to the Honors Program Director who reports to the Provost and Senior Vice President for Academic Affairs.

## **UNIVERSITY LIBRARY COMMITTEE**

**Chairperson:** A member of the Ordinary Faculty selected by the Committee

**Secretary:** A member of the Committee selected by the Committee

### **Voting Members:**

1. Three members of the Ordinary Faculty from Arts and Sciences (representing the Humanities, the Natural Sciences and the Social Sciences), and one member each from the Ordinary Faculty of the Colleges of Business, Law, Music and Media, and the University Library to be elected by their respective Faculty
2. Dean of Libraries
3. One student member nominated by the Student Government Association and approved by the Provost and Senior Vice President for Academic Affairs

### **Terms:**

1. The Chairperson serves a renewable, one-year term.
2. The faculty members shall serve three-year staggered terms.
3. The student member serves a renewable, one-year term.

### **Scope:**

1. This Committee has the responsibility to advise the Dean of Libraries and the faculty and staff of the Monroe Library on matters of general policy, procedures, goals and objectives.
2. It shall promote among faculty members and students more effective use of library facilities, services, and resources.
3. It shall keep itself fully informed on library interests, priorities, planning, and challenges.
4. It shall serve in an advisory capacity to the Dean of Libraries.
5. It shall meet on a regular basis during the academic year at the call of the Chairperson.
6. It shall report to the Provost and Senior Vice President for Academic Affairs through the Dean of Libraries.